

Daily Custodial Tasks

1st Floor ***Early Shift***

Touch up the east restrooms and computer lab restrooms

- Flush toilets
- Clean mirrors
- Check and replace needed supplies
- Sweep floors
- Empty garbage if necessary

Empty hallway garbage cans and clean off hallway benches

- Yellow cans in Moonlight
- Hallway garbage cans
 - Tuck bags under rim of cans

Touch up drinking fountains

- By the Hub
- In the entryway of Financial Aid

Straighten Cinderella Alley

- Straighten furniture
- Pick up garbage and newspapers

Set out all first floor recycling

- **Do not set out Campus stores or Accounting recycling**

Clean Financial Aid, High School Relations, SOTS office, Statesman, and Copy Center

- Clean doors, windows, and ledges
- Empty garbage cans
- Vacuum (including under each desk)
- Clean sinks

Clean Financial-Aid restrooms, then East restrooms

- Sweep
- Clean mirrors with Glance, sinks and chrome with Crew, urinals and toilets with #42
- Wipe tile and stalls in area surrounding toilets
- Wipe off top of and around hand sanitizer, paper towel, and toilet paper dispensers
- Empty sanitary napkin boxes
- Empty garbage cans
- Polish stainless-steel
- Pour deodorizer down drains
- Mop

At end of shift, part-timers should restock bathroom cart and garbage cans

Weekly Tasks

Monday

- Custodial Closet
 - Restock and organize custodial closet and bathroom cart

- Clean drain
- Mop floor

Tuesday

- Dust ALL hallway ledges

Wednesday

- Clean all outer office windows (Copy Center, Financial Aid, etc.)

Thursday

- In bathrooms:
 - Use Jet-White in urinals and toilet bowls
 - Dust light fixtures and ceiling vents
 - Wipe down tile walls, especially under and around paper towel dispensers, under sanitizer and soap dispensers, stalls, and door slats in women's east restroom
 - Spray sanitary napkin boxes with #42 and wipe out
 - Clean floor edges and corners

Friday

- C-Line bathroom floors
- Replace mop heads and place used ones in laundry

After building closes

- Clean Aggie Radio Station
- Clean info booth
- Touch up bathrooms
- Clean hall benches
- Return recycle bins
- Check doors
- Turn off lights
- Check closet inventory
- At the end of the shift, check and clean drinking fountains

#128 Closet Inventory

- 1 bathroom cart
- 5 backpack vacuums
- 3 upright vacuums
- 4 cans
- 3 mop buckets
- 3 white mops
- 1 blue mop

Daily Custodial Tasks

2nd & 3rd Floor Early Shift East End

Touch up the east 2nd floor restrooms

- Flush toilets
- Clean mirrors
- Check and replace needed supplies
- Sweep floors
- Empty garbage if necessary
- Touch up mother's lounge

Straighten Juniper and Sunburst/International lounge areas

- Straighten furniture
- Pick up garbage and newspapers
- Empty hallway and lounge garbage cans
 - Tuck bags under rim

Set out recycling

- **Do not pull out recycling in Dining Services office**

Clean all offices

- Empty garbage cans
- Clean garbage cans and change liners as needed
- Vacuum all 2nd and 3rd floor offices, 3rd floor hallway, and lounge area
- Clean windows
- **Do not wipe off desk or tables in Dr. Morales office**

Clean 3rd floor restrooms

- Sweep
- Clean mirrors with Glance, sinks and chrome with Crew, urinals and toilets with #42
- Wipe tile and stalls in area surrounding toilets
- Wipe off top of and around hand sanitizer, paper towel, and toilet paper dispensers
- Empty sanitary napkin boxes
- Empty garbage cans
- Polish stainless-steel
- Pour deodorizer down drains
- Mop

Clean auditorium

- Vacuum
- Sweep
- Mop
- Empty garbage cans
- Check stage area nightly for spills, etc., and clean if necessary

At end of shift, part-timers restock bathroom cart and garbage cans

Weekly Tasks

Monday

- Restock and organize custodial closet
- Clean drain
- Mop floor

Tuesday

- Dust ALL 2nd and 3rd east hallway ledges
- Wipe down all east stair railings
- Clean granite planter boxes above free phones
- Wipe down 220 conference room table and chair backs

Wednesday

- Clean all outer office windows
- Mop plastic office desk mats

Thursday

- In bathrooms
 - Use Jet-White in urinals and toilet bowls
 - Dust light fixtures and ceiling vents
 - Wipe down tile walls, especially under and around paper towel dispensers, under sanitizer and soap dispensers, and stalls
 - Spray sanitary napkin boxes with #42 and wipe out
 - Clean floor edges and corners

Friday

- Clean office recycling bins
- Wipe down the auditorium chair backs
- Replace mop heads and place used ones in laundry

After building closes

- Touch up bathrooms
- Clean hall benches
- Return recycle bins
- Check doors
- Turn off lights
- Check closet inventory
- At the end of the shift, check and clean drinking fountains

#234 Closet Inventory

- 2 Backpacks
- 2 Upright vacuums
- 2 Garbage cans
- 1 bathroom cart
- 2 mop buckets
- 2 white mops

- 1 blue mop

#330 Closet Inventory

- 1 Backpack
- 1 Upright vacuum
- 1 Mop bucket
- 1 white mop
- 1 blue mop

Daily Custodial Tasks

2nd & 3rd Floor West End ***Early Shift***

Touch up the east 2nd floor restrooms

- Sweep floors
- Flush toilets
- Clean mirrors
- Empty garbage cans if necessary
- Check and replace needed supplies

Straighten furniture

Pick up garbage and newspapers

Empty hallway garbage cans

- Tuck bag under rim

Set out recycling by 6 p.m.

Clean offices

- Empty garbage cans
- Clean garbage cans and change liners as needed
- Vacuum all 2nd and 3rd floor offices, including Ray's and our offices
- Clean windows
- Wait to clean CAPS offices until later in shift. Knock on individual office doors before opening.

Clean Restrooms

- Sweep
- Clean mirrors, sinks, chrome, urinals, toilets (also wipe tile and stalls in surrounding area)
- Wipe off top of and around hand sanitizer, paper towel and toilet paper dispensers
- Empty sanitary napkin boxes
- Empty garbage cans
- Polish stainless-steel
- Pour deodorizer down drains
- Mop

Vacuum Ballroom pre-function

Wipe off tables in lounge and countertops outside Registrar's

Double-check glass entryway in Bursar's

Weekly Tasks

Monday

- Restock and organize custodial closet and bathroom cart
- Clean drain
- Mop floor

Tuesday

- Dust ALL hallway ledges
- Dust red stair lights
- Dust computer kiosks
- Wipe Cinderella stair railings and top marble ledge

Wednesday

- Clean all outer office windows
- Mop plastic office desk mats
- C-Line bathrooms

Thursday

- In bathrooms
 - Use Jet-White in urinals and toilet bowls
 - Dust light fixtures and ceiling vents
 - Wipe down tile walls, especially under and around paper towel dispensers, under sanitizer and soap dispensers, and stalls
 - Wipe down stalls
 - Spray sanitary napkin boxes with #42 and wipe out
 - Clean floor edges and corners

Friday

- Clean office recycling bins
- Replace mop heads and place used ones in laundry

At end of shift, part-timers restock bathroom cart and garbage cans

After building closes

- Clean stainless steel arch of elevator on 2nd and 3rd floor
- Touch up bathrooms
- Clean hall benches
- Return recycle bins
- Check doors
- Turn off lights
- Check closet inventory
- At the end of the shift, check and drinking fountains

#250 Closet Inventory

- 2 Backpacks
- 1 Upright
- 2 Garbage cans
- 1 Mop bucket
- 1 White mop
- 1 Blue Mop

#301 Closet Inventory

- Bathroom cart
- 1 upright vacuum
- 1 backpack vacuum
- 1 mop bucket
- 1 white mop
- 1 blue mop

Daily Custodial Tasks

North Campus Store

- Set recycling in hallway
- Empty all garbage cans
- Clean dirty cans and change liners as needed
- Vacuum all carpet areas and mats
- Vacuum inside gate recesses, behind garbage cans, and inside register areas
- Vacuum and mop tile
- Clean black double door windows and window to Order Fulfillment
- Wipe off window ledges
- Clean window by Shipping and Receiving
- Return recycling bins
- Verify gates are locked

South Campus Store

- Set recycling in hallway
- Empty all garbage in South Campus Store and Accounting
- Clean dirty cans and change liners as needed
- Vacuum all carpet areas and mats
- Vacuum inside gate recesses, behind garbage cans, and inside register areas
- Vacuum and mop tile
- Clean entryway glass and ledges
- Clean dressing room mirrors
- Wipe off the top of hall vending machine and clean the glass
- Accounting
 - Vacuum all carpet
 - Clean front door window glass
 - Sweep and mop hallway tile
- Break room
 - Sweep and mop hall
 - Clean sink
 - Wipe off counter and table
 - Check paper towel dispenser
 - Sweep/vacuum and mop floor
 - Straighten furniture
- Return recycling bins
- Verify gates are locked

Weekly Tasks

Monday

- Clean display windows and ledges inside and out, both North and South
- Vacuum display area

Tuesday

- Wipe off storage bins above office area desks
- Dust all ledges, etc. inside store
- Wipe off tops of vending machines

Wednesday

- In South Campus Store, vacuum under all movable displays

Thursday

- Mop plastic office desk mats and wipe off chair backs and legs

Friday

- North side
 - Clean one-way mirror in North2 on the west side
- South side
 - Detail behind front cash register area. Pull out hangers/mats and deep clean.

Daily Custodial Tasks

Recycling Area

- Vacuum and straighten mats at all entryways on 1st and 2nd floor
- Clean entry door glass and wipe ledges
- Vacuum behind book and magazine racks
- Vacuum East Elevator

Recycling

- Take all paper recycling and cardboard boxes to the recycling shed
- As you gather the recycling, wipe spills from top and sides
- Check all plastic/glass/batteries, etc. containers daily and take out when full or rancid
- Keep area around recycling shed free from garbage and sweep around recycling shed daily

Main hallway

- Sweep and dust mop 1st and 2nd floor
- Sweep from edges and behind doors, kiosks, garbage cans
- Remove gum with razor
- Vacuum dust mop when finished, nightly

Weekly Tasks

Monday

- Clean and organize recycling shed by throwing away garbage and sweeping

Tuesday

- Pull furniture on 1st and 2nd floor into center of hallway and sweep behind furniture

Friday

- Replace dust mop heads and place used ones in laundry

Daily Custodial Tasks

Outside

Building Perimeter

- Empty all garbage and recycling cans and cigarette-butt containers surrounding building
- Clean cans and lids as needed
- Pick up garbage and sweep around **entire** perimeter of building (including shrubs, delivery ramps, Admissions walkway, etc.)
- Sweep all stairs daily
- Check for spills daily and mop as needed
- Check for burnt out lights and inform full-time employees

Patio area

- Sweep stairs, bike rack area, under benches, and wheelchair ramp
- Straighten furniture
- Pick up cigarette butts from table and other ashtrays
- Remove chalk from pillars and concrete when applicable
- Wipe off newspaper kiosks and dispensers
- Clean/organize furniture on 2nd floor catwalk
- Return all trays to Hub

Weekly Tasks

Monday

- Using a broom, brush cobwebs from walls/corners/windows/lights/ledges

Tuesday

- Sweep the Hub Ramp area

Wednesday

- Clean the patio outside the math tutoring lab

Thursday

- Pull out newspaper stands and sweep behind them

Friday

- Wash out cigarette ashtrays on patio tables

Daily Custodial Tasks

2nd Floor East End Late Shift

Sunburst and International Lounge

- Vacuum
- Take out garbage
- Clean door glass
- Check brown window ledge for spills and garbage

Juniper Lounge

- Vacuum
- Empty garbage cans
- Wipe off tables and straighten furniture
- Clean east and south entryways
 - Vacuum and straighten rugs
 - Clean glass
 - Wipe down ledges
 - Mop floor inside south entry

Clean North Entryway area

- Clean Marketplace stainless steel double doors
- Clean stainless steel on outside of north elevator
- Wipe down marble ledge at the top of the north stairs
- Wipe off dock exit door
- Clean north exit glass and vacuum carpet

Mop edges of 2nd floor, including freight elevator area, & steps going into
International Lounge

Sweep and Mop both sets of west end stairs

Clean 2nd floor east end restrooms

- Sweep
- Clean mirrors, sinks, chrome, urinals, toilets (also wipe tile and stalls in surrounding area)
- Wipe off top of and around hand sanitizer, paper towel and toilet paper dispensers
- Empty sanitary napkin boxes, empty garbage, polish stainless-steel, pour deodorizer down drains
- Mop

Empty hallway garbage

Wipe down phone area

Wipe top of kiosks

Clean drinking fountain

Wipe outside of 2nd floor east elevator including push button area

Check nightly the display case glass and clean if needed

Weekly Tasks

Monday

- Restock and organize custodial closet
- Clean drain

- Mop floor
- New mop heads

Tuesday

- Dust ALL 2nd and 3rd east hallway ledges.
- Wipe down all east stair railings
- Clean granite planter boxes above free phones

Wednesday

- Clean Marketplace glass Thursday
- In bathrooms
 - Use Jet-White in urinals and toilet bowls
 - Dust light fixtures and ceiling vents
 - Wipe down tile walls, especially under and around paper towel dispensers, under sanitizer and soap dispensers, and stalls
 - Spray sanitary napkin boxes with #42 and wipe out
 - Clean floor edges and corners

Friday

- Clean couches with water & vinegar

Daily Custodial Tasks

HUB

Main Hub

- Sweep tile edges
- Dust mop all tile areas
- Vacuum floor mats and roll up
- Vacuum inside Hub gate recesses
- Vop edges of tile, including steps
- Vacuum Hub area and arrange chairs/tables
- Wipe down and mop the inside of garbage cans and recycling cabinets
- Vacuum ramp and rugs in hallway of ramp area
- Wipe off newspaper kiosk

1st Floor Hallway Garbage

- Empty first-floor hall garbage cans including maintenance room and Travis' office
- Clean cans when needed

Freight Elevator

- Clean north stainless steel elevator inside and out from the first floor & wipe elevator threshold
- **Be sure elevator doors do not close on you while vacuuming by making sure the light curtain stays blocked**

Mop first-floor edges

- Pay special attention to areas the scrubber cannot reach, especially the entryways

Weekly Tasks

Monday

- Clean base of tables in the pit

Tuesday

- Wipe down wooden ledges

Wednesday

- Clean base of tables in area north and south of pit

Thursday

- Wipe food/spills from walls in eating areas, wipe off lock-bar area of gates

Friday

- Clean base of tables in northeast section

Moonlight

- Clean the two Moonlight exit only door windows and wipe thresholds
- Vacuum
- Mop tile.
- Arrange tables and chairs
- Mop the steps
- Clean T.V.'s and Microwaves
- Check paper towel dispensers
- Empty large yellow can and garbage cans underneath microwaves
- Clean east drinking fountain
- Clean east and south stairway ledges from 3rd to 1st floor

- Wipe off top of all vending machines
- Vacuum under east staircase
- East elevator
 - Vacuum
 - Clean stainless steel
 - Wipe off blue doors from the inside when they are closed
 - Clean floor edges and corners
 - Clean threshold
 - Be sure elevator doors do not close on you while vacuuming by making sure the light curtain stays blocked
- Vacuum and Mop north, east and south stairs
 - When doing north stairs, do all grey stairs going down to north entryway
 - Do not use pink cleaner

East Entry

- Vacuum and straighten mats
- Vacuum entry carpet, including behind magazine racks
- Clean door windows
- Wipe off newspaper kiosks
- Dust ledges inside entry
- Wipe thresholds

Weekly Tasks

Monday

- Detail drinking fountain by wiping entire machine top to bottom, including surrounding tile

Tuesday

- Wipe base of tables in raised north sections, mop stage

Wednesday

- Wipe down area window ledges
- Clean out garbage from east seat benches and ledges

Thursday

- Wipe base of tables on ground level sections
- Dust Moonlight Music sign and piano

Friday

- Clean all east windows

Daily Custodial Tasks

1st Floor Area 1

Late Shift

Quick-Stop

- Empty garbage cans
 - Clean cans inside and out if dirty
- Vacuum mats, then roll them up and set them aside
- Vacuum carpet
- Sweep and mop back room
- Wipe walls under soda machine nightly
- Clean glass on doors
- Shut off lights and verify doors are locked and latched

Cinderella Alley

- Wipe down tables and statue
- Straighten furniture
- Vacuum area

West Elevator

- Clean threshold
- Wipe walls
- Clean steel railing
- Vacuum, including entry to elevator
 - Be sure elevator doors do not close on you while vacuuming by making sure the light curtain stays blocked

Computer Lab

- Wipe off the two front wooden end tables
- Clean front door glass and all entryway window ledges behind chairs
- Sweep and mop behind counter
- Clean drinking fountain
- Vacuum
- Empty all garbage cans
- Verify gate is locked when you leave

Computer Lab Bathrooms

- Sweep
- Clean mirrors, sinks, chrome, urinals, toilets (also wipe tile and stalls in surrounding area)
- Wipe off top of and around hand sanitizer, paper towel and toilet paper dispensers
- Empty sanitary napkin boxes
- Empty garbage cans
- Polish stainless steel
- Pour deodorizer down drains
- Mop

Clean west end drinking fountains and vacuum surrounding area

- Financial Aid pre-function and Admissions pre-function

West Entryway

- Wipe down newspaper kiosk
- Dust top ledge of TV
- Vacuum and straighten mats
- Check all entry glass including west end glass and ledge and clean if needed
- Wipe push bars on doors

Weekly Tasks

Monday

- Quick-Stop
 - Dust ledges and vents
 - Clean windows, including cooler doors

Tuesday

- West Entryway
 - Clean Cinderella Alley end tables using Shine-Up
 - Detail bottom of west entryway doors

Wednesday

- Misc.
 - Clean vents of drinking fountains

Thursday

- Computer Lab
 - Jet-white restroom toilets only
 - Clean all windows and ledges

Friday

- Computer Lab
 - Clean all desktops (dust bunnies, spills, etc.)
 - Dust off computers
 - Pull out chairs and tables in front foyer (seating area), vacuum, and wipe off walls/ledges
 - Check for lights that are burnt out

#114 Closet Inventory

- 1 backpack vacuum
- 1 upright vacuum
- 1 mop bucket
- 1 white mop
- 1 blue mop
- 1 garbage can

Computer Lab Inventory

- 1 backpack vacuum
- 1 mop bucket
- 1 white mop
- 1 blue mop